

Online Training Service System User Manual

1. For a new customer, please register.

1.1. Click “Register” to create a user account or a member account (you can select either one).

1.2. Check your email and click the link provided in the email to activate your account.

2. Submission processes for training service request

There are 4 steps during the submission process for training service request.

2.1. Sign in with your user name and password.

2.2. Go to the “Services” menu and select “Training Service”.

2.3. Fill out the request form

2.3.1. Select training topic(s) and fill in participant information. If more than one participant will attend the training, click the “Add more participant” button.

2.3.2. Fill in shipping address, invoice address, and tax information.

2.3.3. Confirm and submit your electronic request form to TBRC. Your training service requests can be viewed from your account.

2.4. Submit request form to TBRC

2.4.1. Go to “My Training Request” in your account.

2.4.2. Select and print the request form by clicking the “Print Form” button.

2.4.3. Sign the form and submit the form to TBRC by email (tbrcservice@biotec.or.th).